



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 4/19/79	1. Agency Address Ga. State Merit System of Personnel Admin Applicant Services Division Room 572 244 Washington Street, S.W. Atlanta, Georgia 30334	Application Number 79-103	Date Received MAY 17 1979
Application Number 79-100		Date Completed MAY 30 1979	
2. Person to Contact Carolyn Smith		Working Title Office Supervisor	Telephone Number 656-2728
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 378 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest July 1977 Present	5. Records Series Title (followed by title used in office; if different) Employment Examination Scanner Graded Test Answer Sheets File		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Applicant Services Division is responsible for examining applicants for positions to determine eligibility for employment, including scheduling examinations, making reservations, making public announcements, providing place of examination, developing examinations, conducting tests, grading exams, and notifying applicants.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering written examinations for Merit System Job Classes & entering the results into the computer system. Included are: scanner graded test answer sheets (no form name or number). File is arranged: chronologically by date data entered into computer system, thereunder alphabetically by applicants surname.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 200; Seven to twelve months old 5; Thirteen to twenty-four months old 1; twenty-five months and older 0?			
9. Annual Rate of Accumulation of Records Letter-size drawers; Legal-size drawers; Shelves; Other (specify) 15 cu. ft.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code 40-2703
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? Info. results in List of Eligibles & various GEMS reports.

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | 2 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

29 C.F.R. 1602.31 (State and Local Governments) - 2 Years

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other 2 months then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 22 months; then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

NOTE: In the event a charge of discrimination has been filed, or an action brought by the Equal Employment Opportunity Commission or the Attorney General, this record must be retained until final disposition of the charge or action.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	5/14/79	<i>[Signature]</i>	5/15/79
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	5-29-79
		Secretary of State/Designee	5/24/79
		Attorney General/Designee	5-29-79